



UNITED STATES EMBASSY OTTAWA, CANADA  
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5263, FAX: (613) 688-3055

**Location:** OTTAWA, CANADA

**MEDIA ASSISTANT**  
**VACANCY NUMBER: 11-01**

Thursday, January 06, 2011

This Vacancy is **Open**

**OPEN TO:** All Interested Candidates

**POSITION:** Media Assistant **Grade:** FSN-8; FP-6\*

**OPENING DATE:** Thursday, January 06, 2011

**CLOSING DATE:** Thursday, January 20, 2011

**WORK HOURS:** 40 hours per week

**SALARY:** Ordinarily Resident: FSN-8: CAN \$51,105 p.a.  
\*Not-Ordinarily Resident: FP-6

**LENGTH OF HIRE:** PSA/FMA

**NOTE:** ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

ALL ORDINARILY-RESIDENT APPLICANTS MUST HAVE CANADIAN CITIZENSHIP OR HAVE THE REQUIRED WORK AND/OR RESIDENCE PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U. S. Embassy in OTTAWA is seeking an individual for employment in CANADA for the position of Media Assistant in the Public Affairs Office.

**BASIC FUNCTION OF POSITION**

Under guidance and supervision of the Information Officer and Senior Information Assistant/Media Relations Manager, the Media Assistant carries out a variety of assignments in support of U.S. government public diplomacy functions and goals in Canada. These include such activities as monitoring the media and preparing daily reports, setting up press conferences and media interviews, videotaping events in support of digital media outreach, performing clerical and operational tasks associated with section's contact databases, travel and representational events. The incumbent serves as the section's primary person responsible for assisting with media arrangements for public diplomacy program activities and in support of the 18 non-State agencies in U.S. diplomatic offices in Canada, including drafting press releases, setting up media events, and developing and implementing public affairs strategies as specified by Information Officer.

**QUALIFICATIONS REQUIRED**

**NOTE: In the SUBJECT line of the online submission, please indicate the job announcement number and title.**

**All applicants must address each of the six required qualifications detailed below with specific and comprehensive information supporting each item. Interested candidates for this position MUST submit a Universal Application for Employment as a Locally Employed Staff or Family Member (DS - 174) UAE. The form is available online at <http://ottawa.usembassy.gov/>**

**Additionally, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Citizen Veterans are preference candidates and should identify themselves accordingly on the cover letter AND in the SUBJECT line when submitting electronically.**

**PLEASE NOTE: In the SUBJECT line of the online submission, please indicate your preference status i.e. USEFM, US Veteran, Permanent Resident, Dual Citizen, and/or Canadian Citizen.**

**In a situation where additional announcements are published to advertise this position, the job function, required qualifications, and other terms and definitions contained in this official, approved Embassy advertisement shall be used as the controlling document for purposes of screening and selecting qualified candidates.**

**1. Education:** University degree in journalism, communications, public relations and/or liberal arts, international relations, political science or closely related field is required.

(Please submit a copy of the required education credentials with your application.)

**2. Experience:** Must have two or more years of progressively responsible experience in communications, media relations, media, government or other closely related field.

**3. Language:** Level IV (fluent) speaking/writing/reading English and Level III (good working knowledge) speaking/writing/reading French is required.

**4. Knowledge:** Candidate must possess good working knowledge of the Canadian media scene, the Canadian political/economic/social/educational structure, key Canadian political parties and media personalities and how to conduct effective public and media outreach.

**5. Skills and Abilities:** Must be proficient in typing, MS Office software, e- mail use, internet navigation, and database functions.

Please see additional requirements under "OTHER SELECTION CRITERIA"

**6. Interpersonal Skills:** Excellent interpersonal skills are required to effectively deal with media and government officials and to continually broaden contacts among these sources.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs), and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Candidates for employment are normally hired at the first step of the grade of the position. However, HR Ottawa may consider previous salary history in determining a salary level above Step 1. Documentation must be provided to confirm salary rates above Step 1. For USEFMs, an SF-50 personnel action is required.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently-employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently-employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Candidates must be able to obtain and hold a NON-SENSITIVE security clearance for this position and pass a medical examination.
7. Testing may be conducted to ensure eligibility levels for specified skills and abilities are met. Overall score ranges for testing through the Brainbench online program are provided under "Definitions".

**ADDITIONAL REQUIREMENTS:**

- Ability to plan and carry out assigned projects with only general supervision.
- Ability to analyze and draft and orally deliver reports, briefings and correspondence in English.
- Strong research, writing and organizational skills and an innate interest in news.
- Effective oral communication skills for taking media calls in both English and French languages essential.
- Ability to advise U.S. officers regarding social and media trends in Canada, especially in areas of media responsibility.

**TO APPLY**

All applicants must submit a cover letter addressing each of the six required qualifications detailed in the job announcement by identifying them and addressing how the applicant meets each of the qualifications. Please state the Job Announcement number and Job Title in the 'SUBJECT' line of your electronic (e-mail) your submission.

U.S. Citizen Eligible Family Members (USEFMs) and U.S. Citizen Veterans are preference candidates and should identify themselves accordingly on the cover letter and in the 'SUBJECT' line of your electronic submission to expedite the screening process.

Interested applicants for this position MUST submit the following:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174).

The form is available online at <http://ottawa.usembassy.gov/>

PLEASE NOTE: RESUMES WILL NOT BE ACCEPTED.  
IT IS A REQUIREMENT THAT ALL JOB APPLICATIONS BE SUBMITTED  
ON THE UAE (DS- 174)

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 (Report of Separation from the Armed Forces of the United States.) This form must accompany their application.

3. Any other documentation (e.g., education verification (copy of degree), essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

4. SF-50 Personnel Actions which reflect employment status and Highest Previous Rate (HPR) of salary must be provided by U.S. Citizen Eligible Family Members (USEFMs).

**SUBMIT APPLICATION TO:** Human Resources Office  
American Embassy  
P. O. Box: 866  
Station: B  
Ottawa ON K1P 5T1

You may also e-mail the Applications to:  
([ottawahr@state.gov](mailto:ottawahr@state.gov)) and Reference Job Announcement number.

**POINT OF CONTACT:** Robin D. Boucher  
Phone: (613) 688-5263

## DEFINITIONS

I. U.S. Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see below) at least 18 years of age; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG Agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM3232.2.

II. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex Domestic Partner (as defined in (3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, step-children and adopted children and those under legal guardianship of the

employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including step-parents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including step-sisters and step-brothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

III. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside other Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

IV. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

V. Ordinarily Resident (OR) - A Foreign National or U.S. Citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Package (LCP).

Test Information:

\* Proficiency Level Descriptions - Brainbench Standardized Test Score Results

The proficiency levels describe in very general terms what typical examinees know and their capabilities in an applied setting. Score ranges for proficiency levels of skills and abilities as tested through the Brainbench online program are as follows:

NOVICE: 1.00 - 1.50: Demonstrates an understanding of only the most basic concepts contained within this topic. Individual will most likely require formal training or self-study before receiving any assignments in this area.

BASIC: 1.51 - 2.50: Demonstrates an understanding of the fundamental concepts involved with this topic. Knowledge level appears equivalent to that gained through introductory courses. May require supplemental training and close supervision to develop a working knowledge level to be able to perform assignments independently.

**PROFICIENT: 2.51 - 3.50:** Demonstrates a solid understanding of core concepts within this topic. Appears capable of working on most projects in this area with moderate assistance. May require some initial assistance with advanced concepts.

**ADVANCED: 3.51 - 4.50:** Demonstrates a clear understanding of many advanced concepts within this topic. Appears capable of mentoring others on most projects in this area.

**EXPERT: 4.51 - 5.00:** Demonstrates understanding of most advanced concepts within the subject area. Appears capable of mentoring others on the most complex subjects.

**CLOSING DATE FOR THIS POSITION: THURSDAY, JANUARY 20, 2011**

**The U.S. Mission in Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

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